

INCIDENT REPORT

NAME OF LIBRARY

NATURE OF COMPLAINT

REPORTED TO POLICE

DD/MM/YY

OFFICER'S NAME

ARRIVAL TIME/DATE

DETAILS: Be as brief and accurate as possible. Answer as many questions as possible: When? Where? What happened? To/By whom? How? Why?

COMPLAINANT

LAST NAME

FIRST NAME

E-MAIL

PHONE NO.

ADDRESS

CITY

STATE /PROVINCE

ZIP/POSTAL CODE

STAFF RECIEVING COMPLAINT

LAST NAME

FIRST NAME

DEPT.

PHONE NO.

WITNESS #1

LAST NAME

FIRST NAME

E-MAIL

PHONE NO.

ADDRESS

CITY

STATE /PROVINCE

ZIP/POSTAL CODE

WITNESS #2

LAST NAME

FIRST NAME

E-MAIL

PHONE NO.

ADDRESS

CITY

STATE /PROVINCE

ZIP/POSTAL CODE

DESCRIPTION OF PROPERTY

NATURE OF PROPERTY

GENERAL CONDITION	VALUE	INSURANCE CO.
SIZE	COLOUR	SPECIFIC MARKS
MANUFACTURER	MODEL	SERIAL NUMBER

DESCRIPTION OF PERSON(S) (include colour/style for clothing)

SEX	AGE	COMPLEXION	ACCENT
HEIGHT	WEIGHT	HAIR COLOUR	EYE COLOUR
HAIR STYLE	FACIAL HAIR	SCARS/TATTOOS	
COAT/JACKET	SHIRT/BLOUSE	TROUSERS/SKIRT	SHOES
RINGS/WATCHES/JEWELLERY	GLASSES	HAT	

GENERAL APPEARANCE

LAST KNOWN LOCATION

DATE, TIME SEEN

CAN YOU IDENTIFY THIS PERSON?

EMERGENCY SITUATIONS: death / serious accidents / serous injury or illness / fire, smoke / burst of steam or pipe / robbery / crimes in progress (suspect is still at the scene, nearby / incient where a person is being assaulted / threatened / sexually assaulted, suspicious person in the building / and any other incident that requires an immediate emergency response.

NON-EMERGENCY SITUATIONS: reports of theft or vandalism where there is no suspect / lost or stolen property / obscene caller or letter / "after hours" calls for minor maintenance problems (repairs) / or request for general information.

FOR ALL EMERGENCIES IMMEDIATELY CALL CAMPUS POLICE LOCAL 2222

For all non-emergencies call the Campus Police Local 2323